

# DATATEL USER SETUP/REMOVAL PROCEDURES

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*Related Board of Trustees Policy: BP 8.4*

*Approval: August 2012*

*Revision:*

*NC Statewide Technology Standard(s): 20102*

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**Purpose:** To prevent unauthorized access to agency networks.

The process of creating a new user account is initiated by Human Resources when an employee is hired. The supervisor, however, can request that an account be created whenever it is necessary. The supervisor is responsible for requesting the specific access by security class for each employee through the [Datatel Authorization Form](#). This is subject to review by the Registrar for student data, the Director of Financial Services for financial data and the Human Resources Director for payroll data. User accounts that are inactive for **90 days** will be disabled automatically, except as specifically requested in writing by the supervisor, but must include an expiration date.

For a user who is a nonemployee contractor, a requestor should complete the [Datatel Access Exception Form](#). User accounts established for these users must have a specified expiration date. If an expiration date is not provided, a default of thirty (30) days must be used. Work study, student employees, and nonemployees will not be given access to confidential student or employee data.

At the time the Datatel user is set up, the System Administrator will contact the Network Administrator to create the Active Directory account. If the user is leaving the college the System Administrator will notify the Network Administrator to deactivate the employee's Active Directory account.





## Datatel Access Exception Form

### Exception Identification Information

User's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Beginning Access Date: \_\_\_\_\_ Ending Access Date: \_\_\_\_\_

Security Classes Requested:  
\_\_\_\_\_  
\_\_\_\_\_

Justification for Access:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidelines:** Each user should sign into Datatel with their unique ID and password. Supervisors should not share or login using their own passwords under any circumstances. Supervisors should specify the beginning and ending date of Datatel access required. Any users access must be justified.

**I have read, understood, and agree to abide by Craven Community College's Information and Systems Access policy.**

User's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Controller's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Technology Services: \_\_\_\_\_ Date: \_\_\_\_\_

VP for Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_